

Microsoft Teams Student Contract - Jan 2021

Teachers are going to use Microsoft Teams to host live classes also referred to as 'meetings'.

In order for Microsoft Teams to work well as a learning tool it is very important that students read the information below and are fully informed of their responsibilities. This information and contract will be shared with them on Monday in a Microsoft Form so that we can collect their responses. The Form acts as a contract.

By agreeing to the statements below, students are agreeing to use the learning platform responsibly. If students have any concerns about any of the items below, their tutor will be able to clarify and answer queries during tutor time. Any misuse of the platform will result in the student being taken off teams.

Where students click 'do not agree', the tutor will contact parents/guardians to discuss.

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Students are asked to agree to the following statements.

1. I understand that this form is a contract and that by answering 'I agree' to the statements below, I am officially agreeing to the terms of use of Clonturk Teams.
2. Before starting a live class or 'meeting', I will turn my microphone and camera off. I will only turn them on if requested by the

teacher during the class. If I am asked to turn my camera on I will blur my background.

3. If my camera or microphone are turned on without permission, I understand that I may be removed from the class.
4. I will not screenshot anything from the meeting unless I am instructed to do so by my teacher.
5. I will not record any aspect of the meeting for any reason with my iPad or any other device. This includes any teacher's or student's voice.
6. I will only use Microsoft Teams on my school iPad. I will not use any other device without written agreement between a parent/guardian and my tutor.
7. I will abide by all school rules as would apply in normal school time.
8. I will not use Microsoft Teams for any non-educational purposes. For example, chatting with fellow students about things other than school work.
9. I will not start any inappropriate team groups or chats or post any inappropriate content.
10. I understand that all my activity on Teams is monitored and that my name is attached to every team I create and every message I write. Nothing on Teams is anonymous.